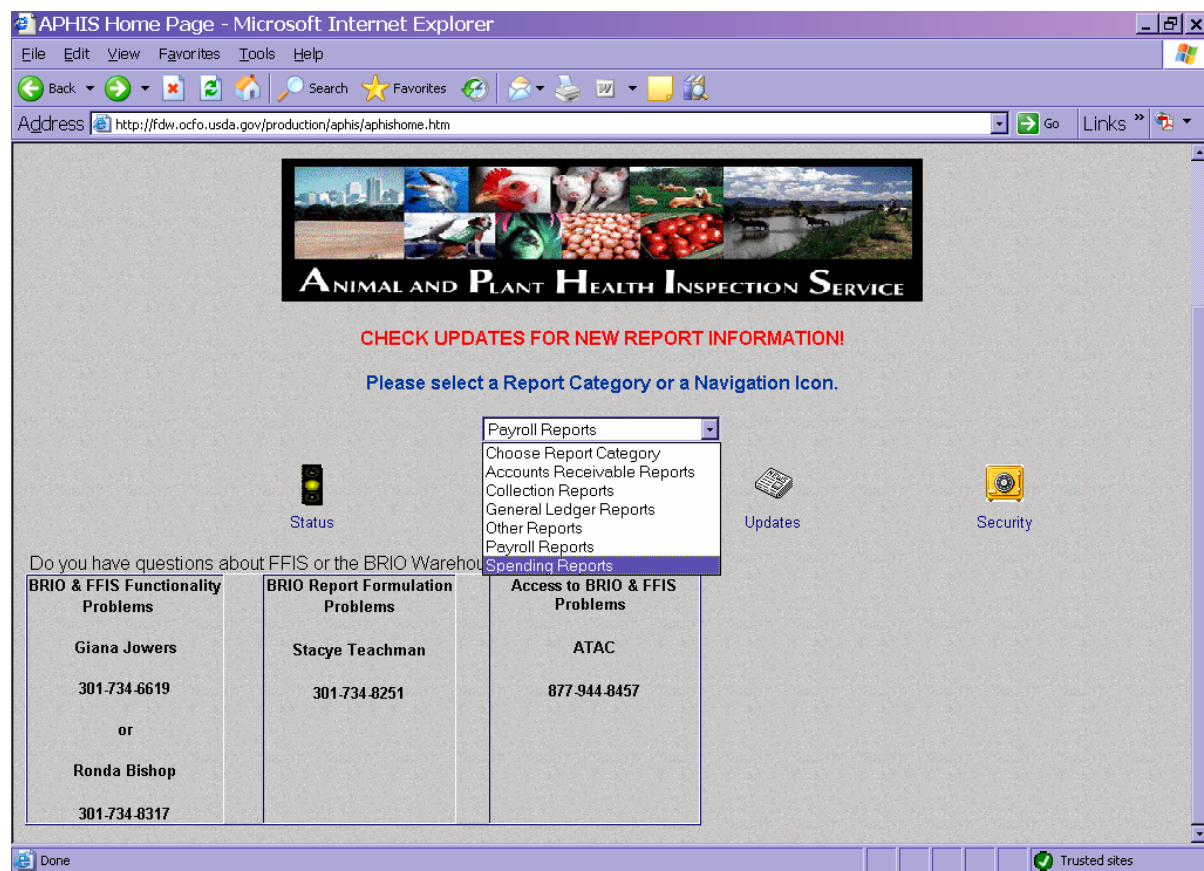


PROJECT TO DATE SUMMARY REPORT (PDSR) INSTRUCTIONS

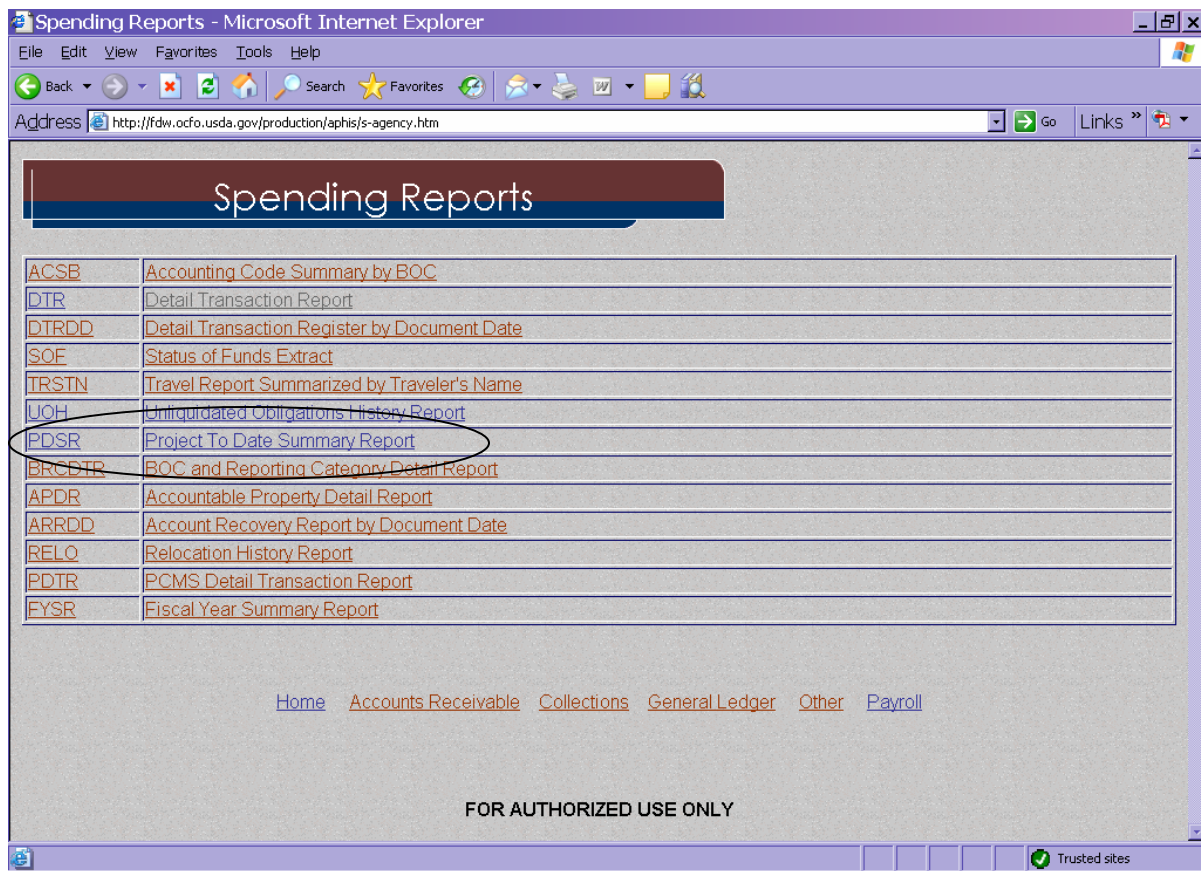
- Follow the instructions on accessing the web site using “INSTRUCTIONS TO ENTER FINANCIAL DATA WAREHOUSE WEB SITE”.
- The report is web based and the data updates every time you run the report. The database is updated nightly, so theoretically you can run this report every day to see what transactions have hit since the last cycle.

Step 1:



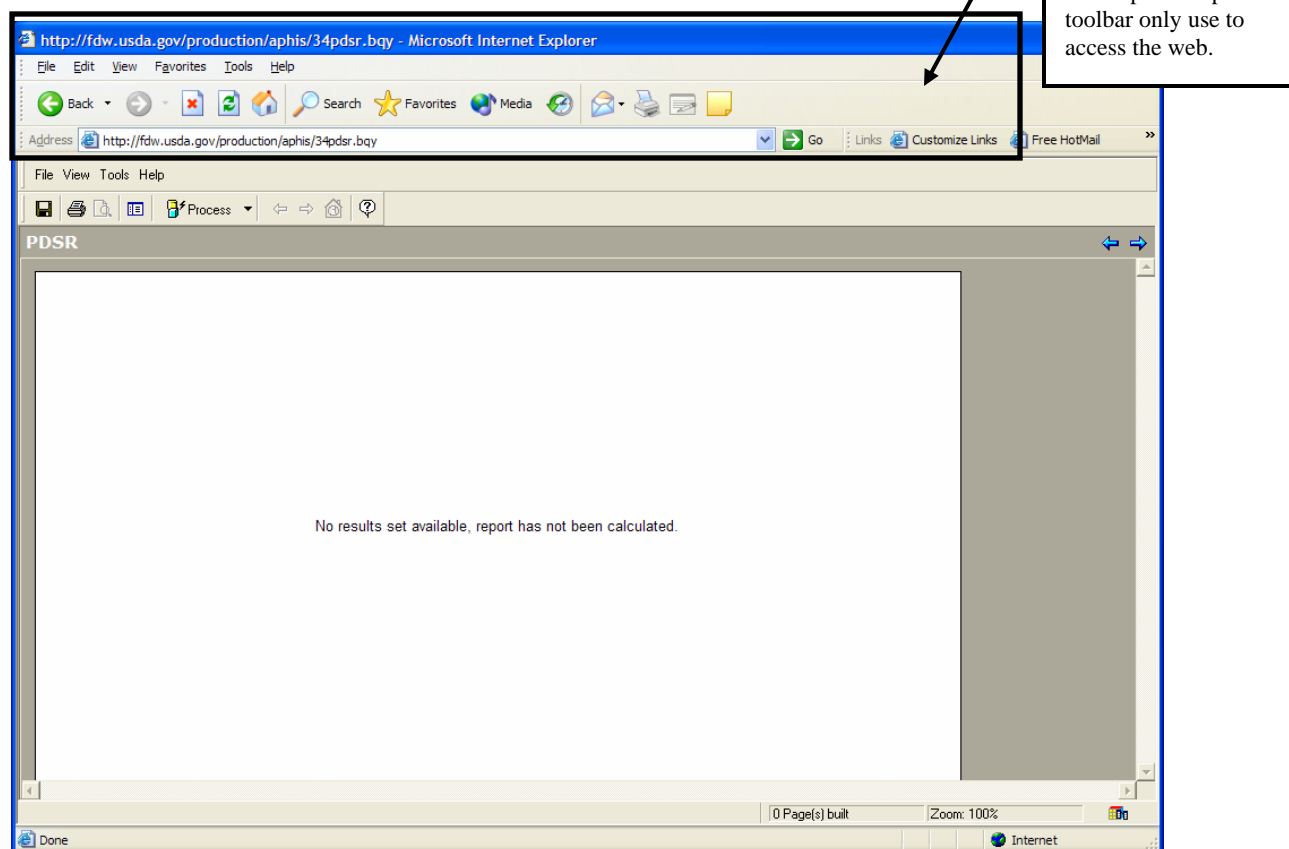
1. <Click> on “Spending Reports”. This is where the Project to Date Summary Report (PDSR) is located.

Step 2:



2. <Click> on the Project to Date Summary Report. This will automatically load your Brio plug-in application. You will either have Brio Quickview or Insight.

Step 3:



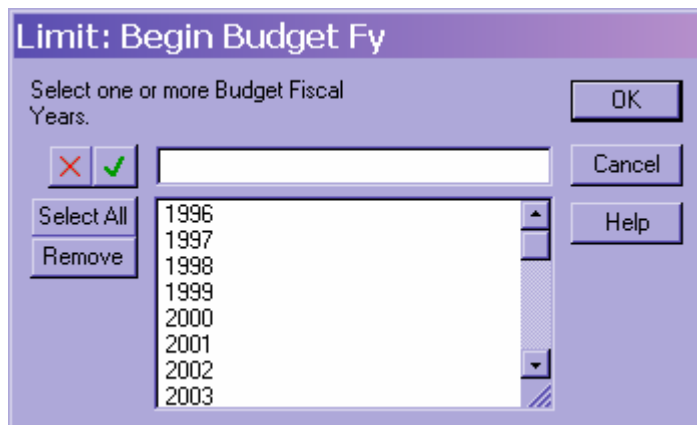
3. <Click> on the **Process button** on the second set of tool bars. The first set of tool bars are to run Internet Explorer and the second set is for the Brio program. From this point on all Buttons discussed will be the ones for Brio.

Step 4:



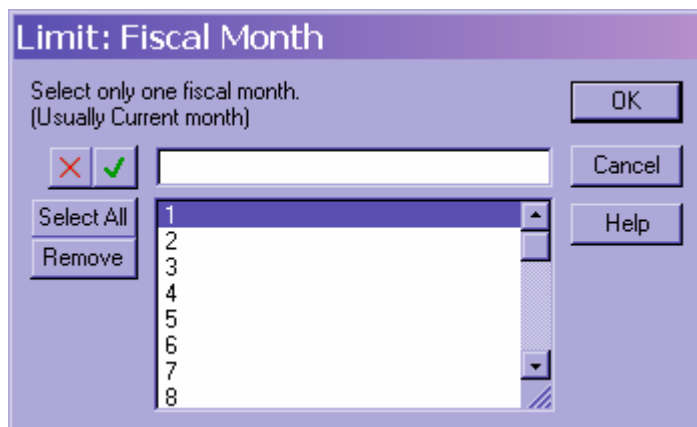
4. You will then have to connect to warehouse. At the “Host User” <type> in your **User ID number**. At the “Host Password” <type> your password for the Data warehouse. Press <enter> when finished. (The password you modified at the Kansas City Warehouse.)

Step 5:



5. <Click> on the Budget Fiscal Year. <Click> the OK button. Budget Fiscal Year 2001 will give you all documents that ran in that Budget Fiscal Year no matter what Fiscal Year (2001, 2002, 2003, 2004 or 2005) it occurred in.

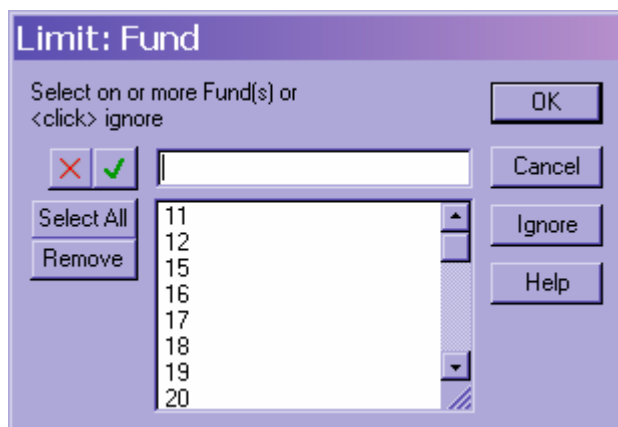
Step 6:



6. <Click> on the month, and <click> on the OK button. You must use only months that have occurred in the current Fiscal Year. For example if you are in November and want to see everything that has occurred so far then choose two. In October your only choice is month 1 since no other month is currently open. The report will pull in blank if you choose a month that is not yet open. By the fifth working day of the new month, the new month should be available to be run.

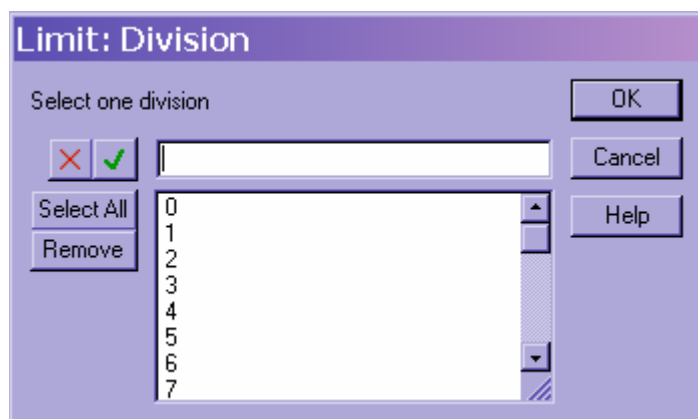
Note: This report gives you a cumulative Project to Date amount therefore selecting more than one month will cause double or triple the amounts to appear.

Step 7:



7. <Click> on one or more Funds and <click> OK or <click> ignore.

Step 8:



8. <Click> on one division and <click> the OK button.

Step 9:

Limit: Reporting Org 1

Select one or more org level 1 value(s)

OK

Cancel

Ignore

Help

Select All

Remove

0000

0100

0101

1000

1003

1100

1101

1201

9. In reporting Org Level 1 **<click>** on your region or type in your region then **<click>** on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 10:

Limit: Organization

Enter or select one or more organization(s) or <click> ignore

OK

Cancel

Ignore

Help

Select All

Remove

0101

0102

0103

0104

0105

0106

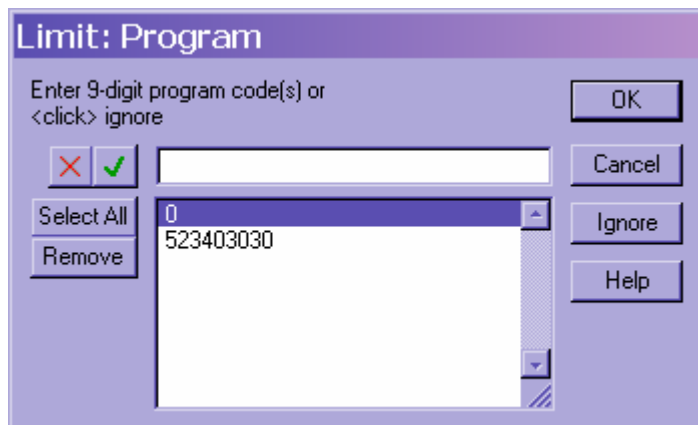
0108

0110

10. **<Click>** on the **Organization** and **<click>** on the OK button. (Middle 4 digits of the program (accounting) code.)

Note: you can also use the Ignore button if you don't want to specify to this level.

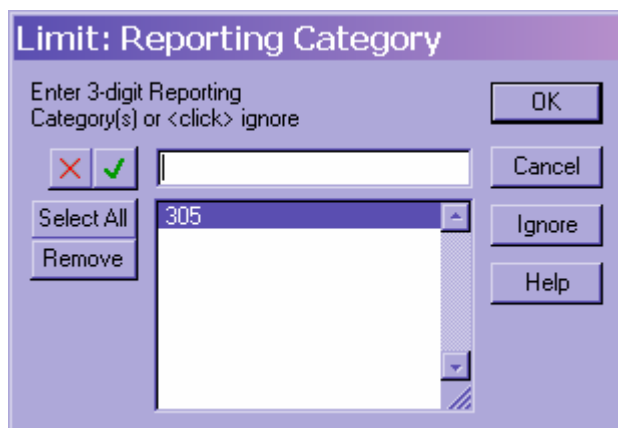
Step 11:



11. <Click> on the **Program(s)** which is the Accounting code minus the Budget Fiscal Year or type in your 9 digit program code. <Click> on the OK button.

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 12:



12. <Choose> or <type> in one or more Reporting categories and <click> the **OK** button.

Note: you can also use the Ignore button if you don't want to specify to this level.

Step 13:

BrioQuery - 34pdsr2.bqy

File Edit View Insert Format Report Tools Window Help

Arial 9

PDSR

Sort Expression Groups Table

REPORT RUN DATE: 11/01/04 11:54 AM UNITED STATES DEPARTMENT OF AGRICULTURE Page 18
 REPORT: PDSR ANIMAL AND PLANT HEALTH INSPECTION SERVICE
 PROJECT TO DATE SUMMARY REPORT
 PERIOD ENDING 1 2005 ----- October 2004 (OPEN)

Program	REV/ BOC	PTD Receivable Rev/Reimb	PTD Collected Rev/Reimb	PTD Unliquidated Obligations	PTD Expended Items	PTD Total Obligations
Begin Budget FY: 2005						
5281M4C01	21	0.00	0.00	0.00	881.66	881.66
5281M4C01	25	0.00	0.00	0.00	22.17	22.17
Program Total: 5281M4C01		0.00	0.00	0.00	903.83	903.83
5281X1C01	11	0.00	0.00	0.00	1,438.33	1,438.33
5281X1C01	12	0.00	0.00	0.00	126.58	126.58
Program Total: 5281X1C01		0.00	0.00	0.00	1,564.91	1,564.91
Reporting Cat Total: C01		0.00	0.00	0.00	2,468.74	2,468.74
Reporting Category: C03						
5281X2C03	11	0.00	0.00	0.00	3,300.94	3,300.94
5281X2C03	12	0.00	0.00	0.00	199.94	199.94
Program Total: 5281X2C03		0.00	0.00	0.00	3,500.88	3,500.88
Reporting Cat Total: C03		0.00	0.00	0.00	3,500.88	3,500.88
Reporting Category: C08						
5281M2C08		0.00	0.00	0.00	0.00	0.00
5281M2C08	21	0.00	0.00	0.00	102.50	102.50
Program Total: 5281M2C08		0.00	0.00	0.00	102.50	102.50
Reporting Cat Total: C08		0.00	0.00	0.00	102.50	102.50

13. You have successfully pulled up a PDSR.

If no information is retrieved:

- Make sure your Organization falls under the Org Level 1 that you have chosen.
- Make sure you use the month you are currently in. If the month has not opened for the current fiscal year (FY) then the report will come back empty.
- If no spending has occurred in the data as you requested it, the PDSR will be undefined. To validate that spending has occurred in a program code you can go into FFIS SASP table.

Reviewing the Project to Date Summary Report

Description: The Project to Date Summary Report shows all collections, billings, undelivered orders and expenditures that have occurred for a certain Budget Fiscal Year (BFY). This report handles current year and prior year. The Project to Date Summary Report totals by program code, reporting category, fund and BFY. The PDSR contains salaries and benefits as well as all other expenditures and revenue.

Important:

- Only choose one Fiscal Month. This is a project to date report and choosing more than one month will cause the report to double or triple the collections, billings, undelivered orders and expenditures.
- To pull this report you must use a current month no matter what BFY you are choosing. You can choose a prior fiscal month as long as it is in the current Fiscal Year. For example, if today is December 2004 and you choose month 12 (September), the report will return empty of data. You must choose either month 3, 2 or 1. These are the only available Fiscal Months in this example.

Elements: The document has the following fields available collections, billings, undelivered orders, expended items, major BOC, and BOC. This report can be sorted in many different ways using the pivot section.

Pivots:

This report contains a Pivot that is totaled by Fund Group. It also subtotals by Reporting Category. This basic pivot can be made into any format you would like by drilling down into the data.

				BFY 2005			
				MANAGEMENT & BUDGET			
Funds	Fund	Reporting Cat Name	Reporting Category	PTD Receivable Rev/Reimb	PTD Collected Reim/Rev	P Undeliver Orders	P Expend Auth
Annual Reimbursables (57, 58, 59)	57			0.00	0.00	7,503.42	71,470.15
		Fund Total		0.00	0.00	7,503.42	71,470.15
		Total		0.00	0.00	7,503.42	71,470.15
Appropriated Funds (52)	52	FFIS IMPLEMENTATION	019	0.00	0.00	0.00	3,241.24
		MANAGEMENT SUPPORT	030	0.00	0.00	64,583.52	2,531,997.17
		Fund Total		0.00	0.00	64,583.52	2,535,238.41
		Total		0.00	0.00	64,583.52	2,535,238.41
User Fees (75)	75	MANAGEMENT SUPPORT	030	960.02	240.00	0.00	0.00
		Fund Total		960.02	240.00	0.00	0.00
		Total		960.02	240.00	0.00	0.00
Grand Total				960.02	240.00	72,086.94	2,606,708.56

Side Labels: Funds • Fund • Reporting Cat Name • Reporting Category

Top Labels: Begin Budget Fy • Division Name

Facts: PTD Receivable Rev/Reimb • PTD Collected Reim/Rev • P Undeliver Orders • P Expend Auth

308 rows used 4x11